

Department of Economic Security-ESA
Arizona Wage and Tax System
Wage File Upload Instructions

How to create a comma-separated file (.csv) using Microsoft Excel.

Step 1. Open or create the wages file using Excel. See Figure 1 below.

Tip: Do not put any spaces or special characters in the Social Security column; do not format the Total Wages or Excess Wages columns with dollar signs or commas; do enter a decimal point and cents; use text format. Do not allow blank lines between employees or after the last employee record.

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	600120001	Ahmad	Jalal	2793.78									
2	600120002	Alvarez	Lourdes	3679.00									
3	600120020	Benally	Joe	2631.38									
4	600120003	Bradey	Zach	5122.95									
5	600120004	Chu	Philip	3434.25									
6	600120005	Davidson	Tamara	21805.80									
7	600120006	Goldman	Samuel	1501.52									
8	600120007	Gregg	Buddy	312.00									
9	600120008	Hernandez	Manuel	3120.45									
10	600120009	Jenkins	Clarissa	9746.59									
11	600120010	Jones	LaKeesha	4120.29									
12	600120011	Lawrence	Ivan	8782.97									
13	600120012	McIntosh	Sarah	542.11									
14	600120013	Mendoza	Marty	3306.83									
15	600120014	O'Conner	Rory	9985.40									
16	600120015	Rolfstad	Erik	8779.98									
17	600120016	Sanchez	Javier	48099.54									
18	600120017	Smith	Laura	1846.75									
19	600120018	Vincent	Robin	73125.25									
20	600120019	Yazzie	Benjamin	10081.65									
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Figure 1.

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Step 2.

Open the menu item File-Save As. See Figure 2 below.

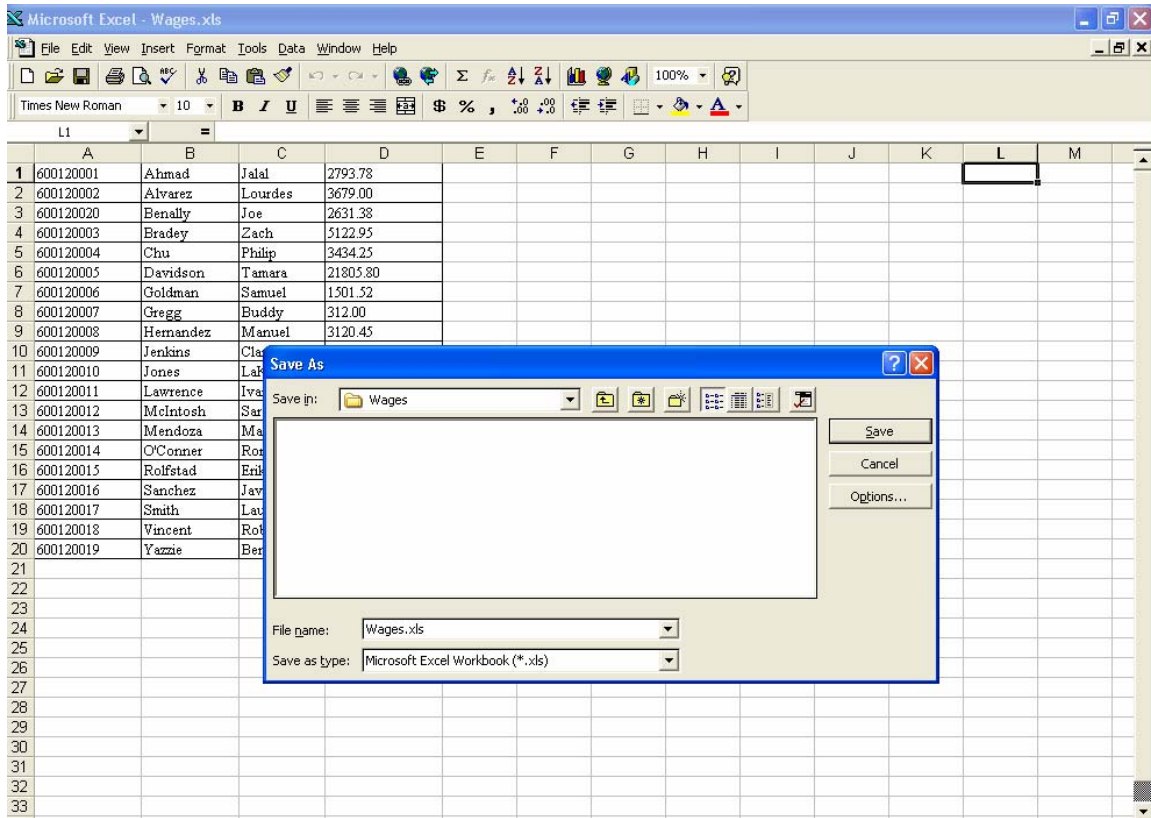


Figure 2.

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Step 3.

Select CSV from the “Save As Type” list box. You will notice that once this is selected Excel will automatically change your file extension in the “File Name” box from .xls to .csv. See Figure 3 below.

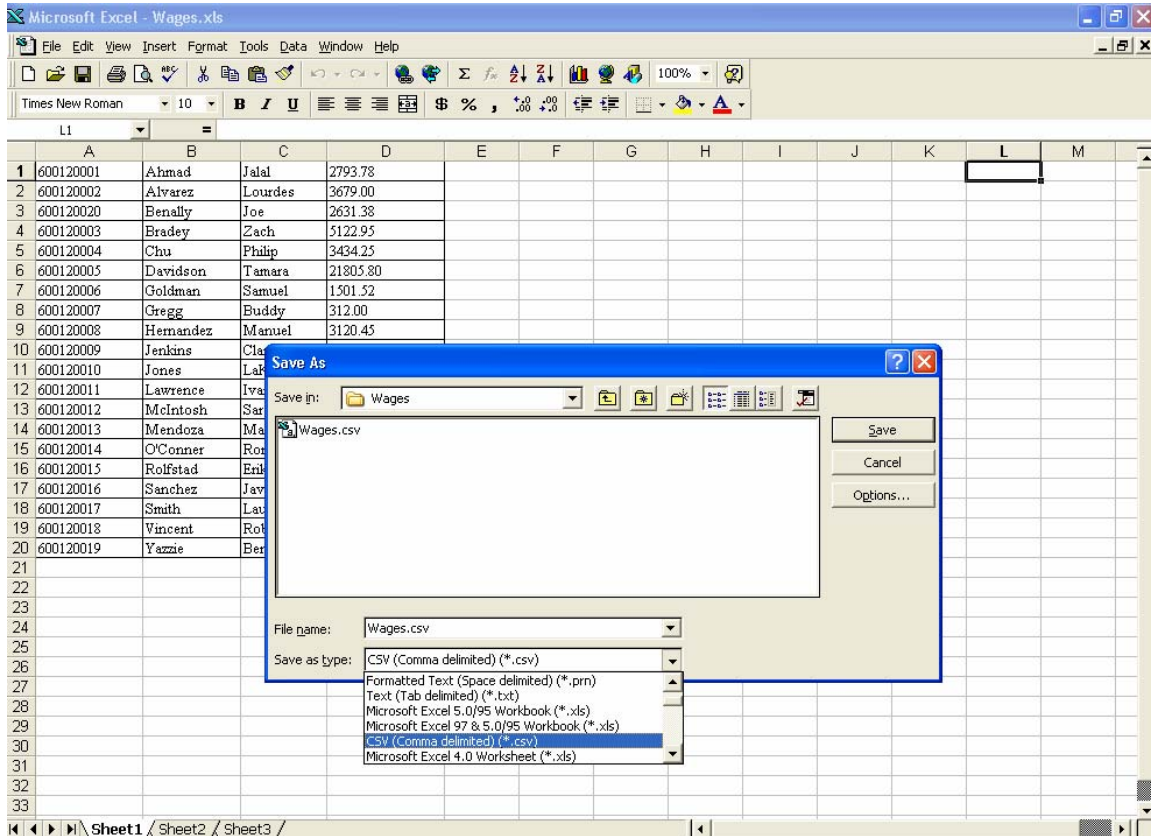


Figure 3.

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Step 4.

After you click Save, Excel may prompt you with a message box stating “The selected File type does not support workbooks that contain multiple sheets. To save only the active sheet, click OK.” This is what you want-the program will upload only the sheet displayed. Click OK.

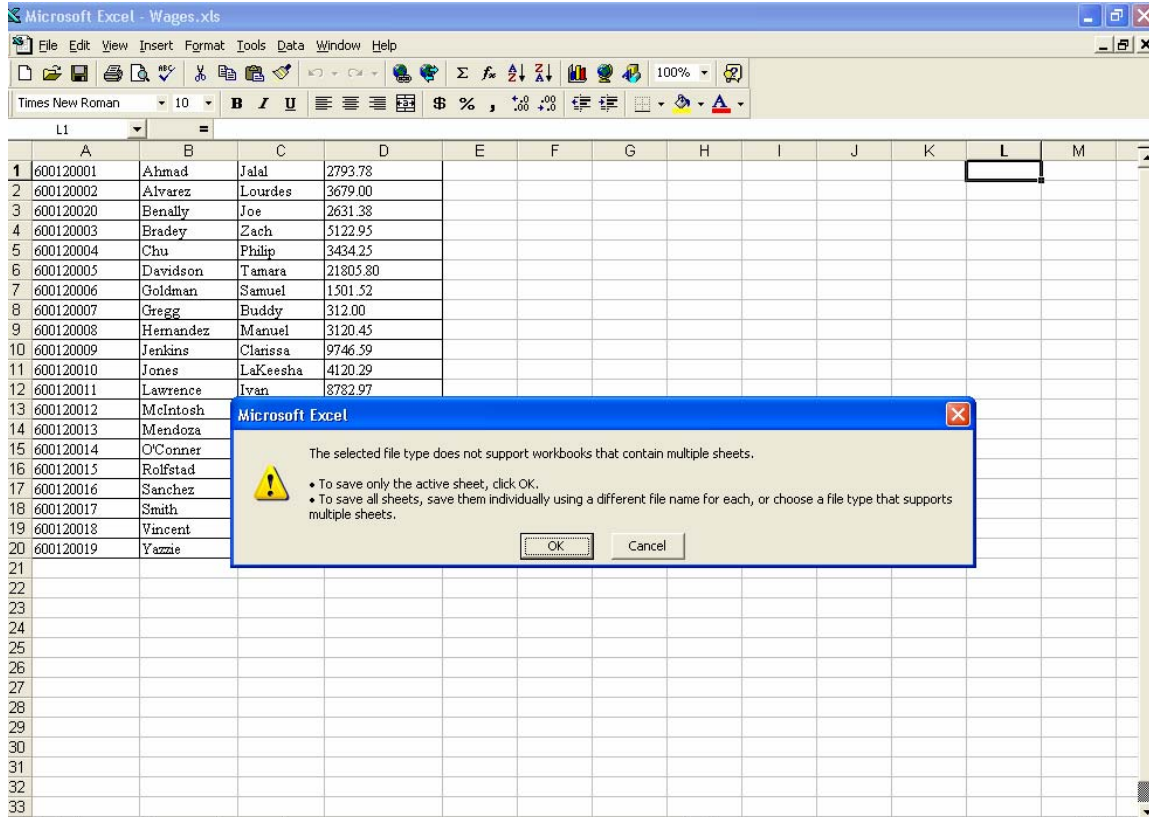


Figure 4.

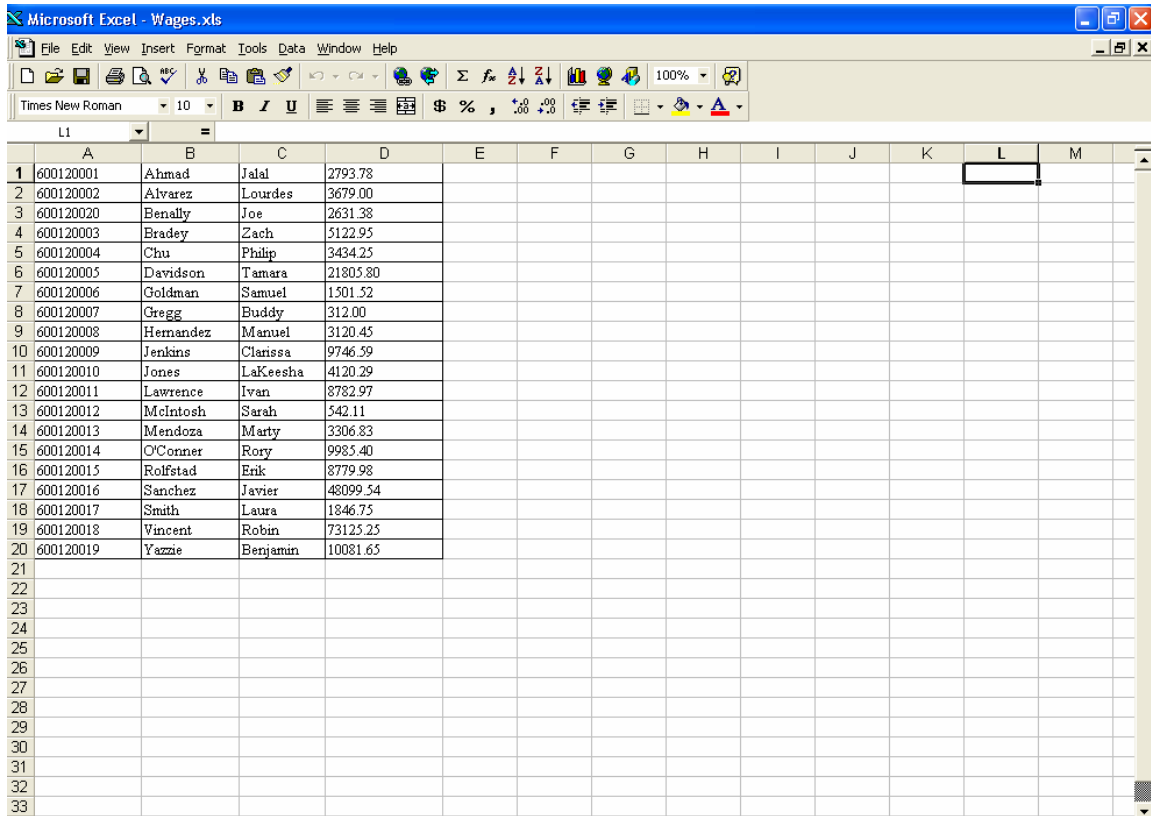
The Wages file should now be saved as a .csv file. Your quarterly wages are ready to be uploaded into the Arizona Wage and Tax Internet System.

Department of Economic Security-ESA
Arizona Wage and Tax System
Wage File Upload Instructions

How to create a comma-separated file with a .txt extension using Microsoft Excel:

Step 1. Open or create the wages file using Excel. See Figure 1 below.

Tip: Do not put any spaces or special characters in the Social Security column; do not format the Total Wages or Excess Wages columns with dollar signs or commas; do enter a decimal point and cents; use text format. Do not allow blank lines between employees. Do not allow blank lines between employees or after the last employee record.



The screenshot shows a Microsoft Excel window titled "Microsoft Excel - Wages.xls". The spreadsheet contains a table with 19 rows of employee data. The columns are labeled A through M. The data is as follows:

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	600120001	Ahmad	Jalal	2793.78									
2	600120002	Alvarez	Lourdes	3679.00									
3	600120020	Benally	Joe	2631.38									
4	600120003	Bradey	Zach	5122.95									
5	600120004	Chu	Philip	3434.25									
6	600120005	Davidson	Tamara	21805.80									
7	600120006	Goldman	Samuel	1501.52									
8	600120007	Gregg	Buddy	312.00									
9	600120008	Hernandez	Manuel	3120.45									
10	600120009	Jenkins	Clarissa	9746.59									
11	600120010	Jones	LaKeesha	4120.29									
12	600120011	Lawrence	Ivan	8782.97									
13	600120012	McIntosh	Sarah	542.11									
14	600120013	Mendoza	Marty	3306.83									
15	600120014	O'Conner	Rory	9985.40									
16	600120015	Rolfstad	Erik	8779.98									
17	600120016	Sanchez	Javier	48099.54									
18	600120017	Smith	Laura	1846.75									
19	600120018	Vincent	Robin	73125.25									
20	600120019	Yazzie	Benjamin	10081.65									
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Figure 1.

Department of Economic Security-ESA
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Step 2.

Open the menu item File-Save As. See Figure 2 below.

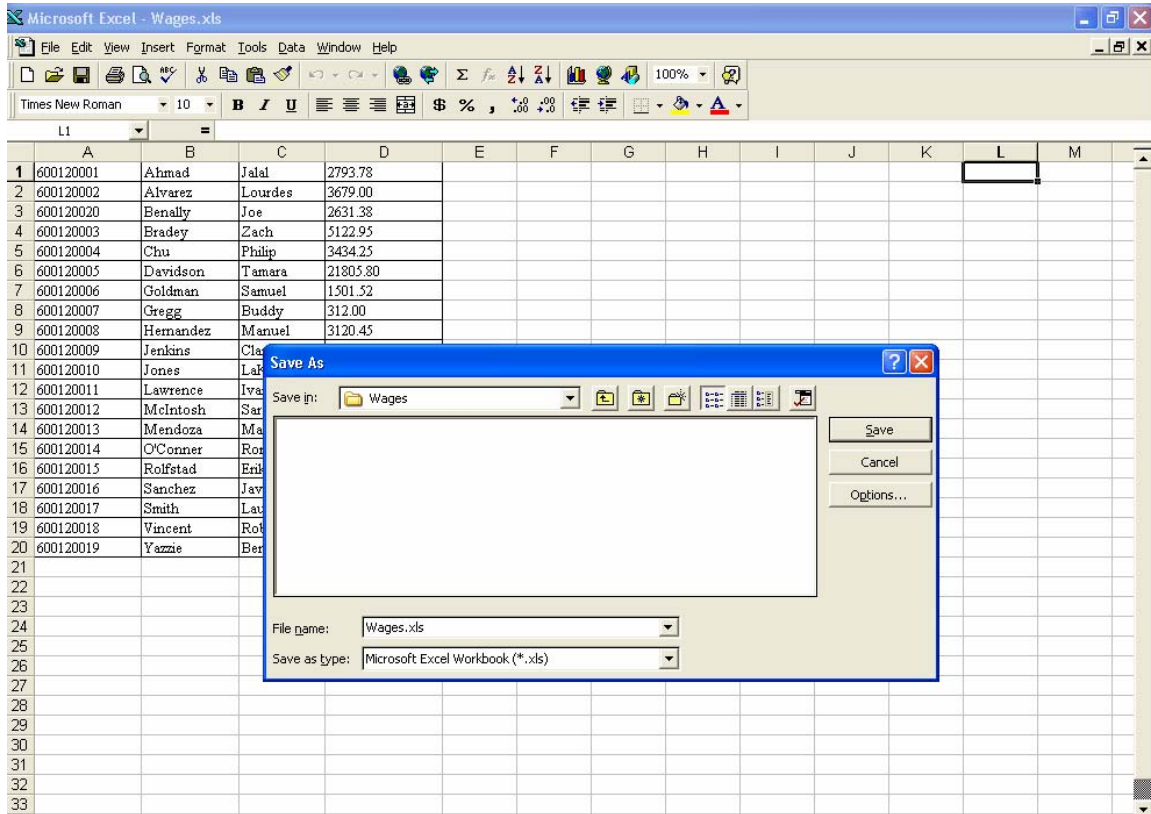


Figure 2.

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Step 3.

Select Text from the “Save As Type” list box. You will notice that once this is selected Excel will automatically change your file extension in the “File Name” box from .xls to .txt. See Figure 3 below.

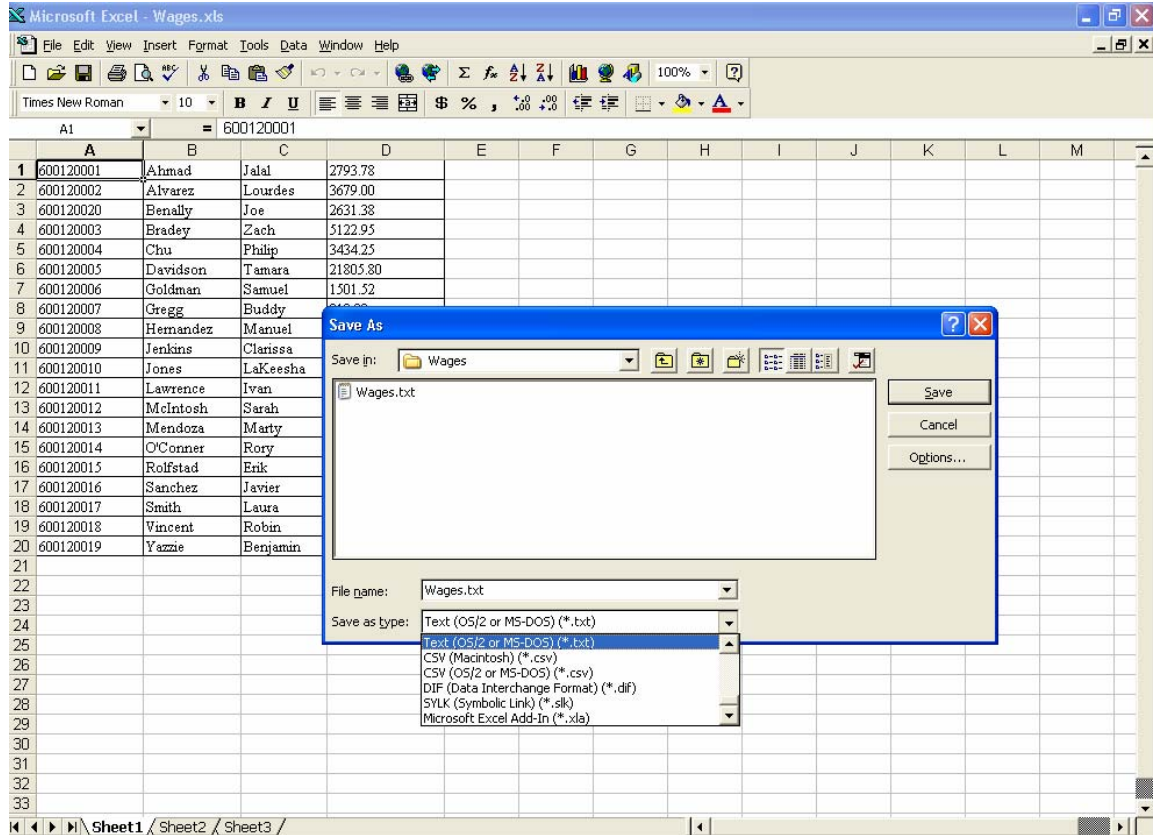


Figure 3.

Department of Economic Security-ESA
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Step 4.

After you click Save, Excel may prompt you with a message box stating “The selected File type does not support workbooks that contain multiple sheets. To save only the active sheet, click OK.” This is what you want-the program will upload only the sheet displayed. Click OK.

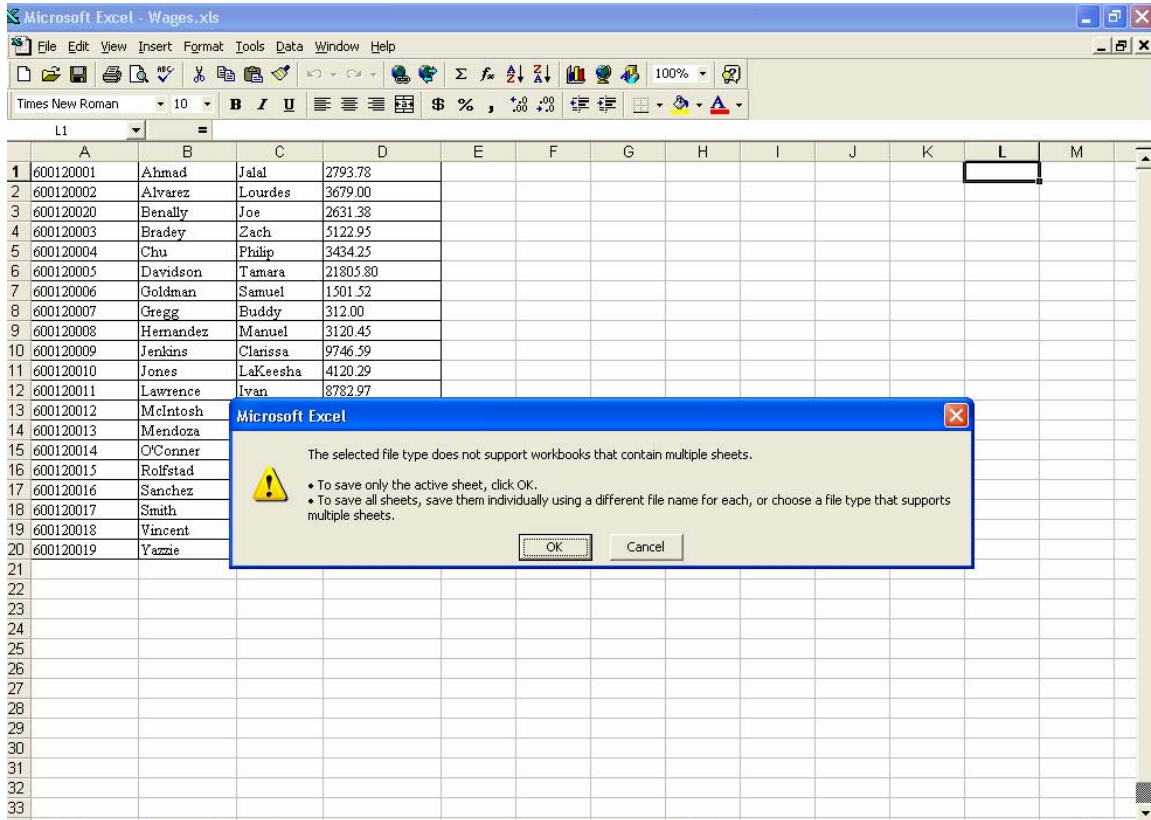


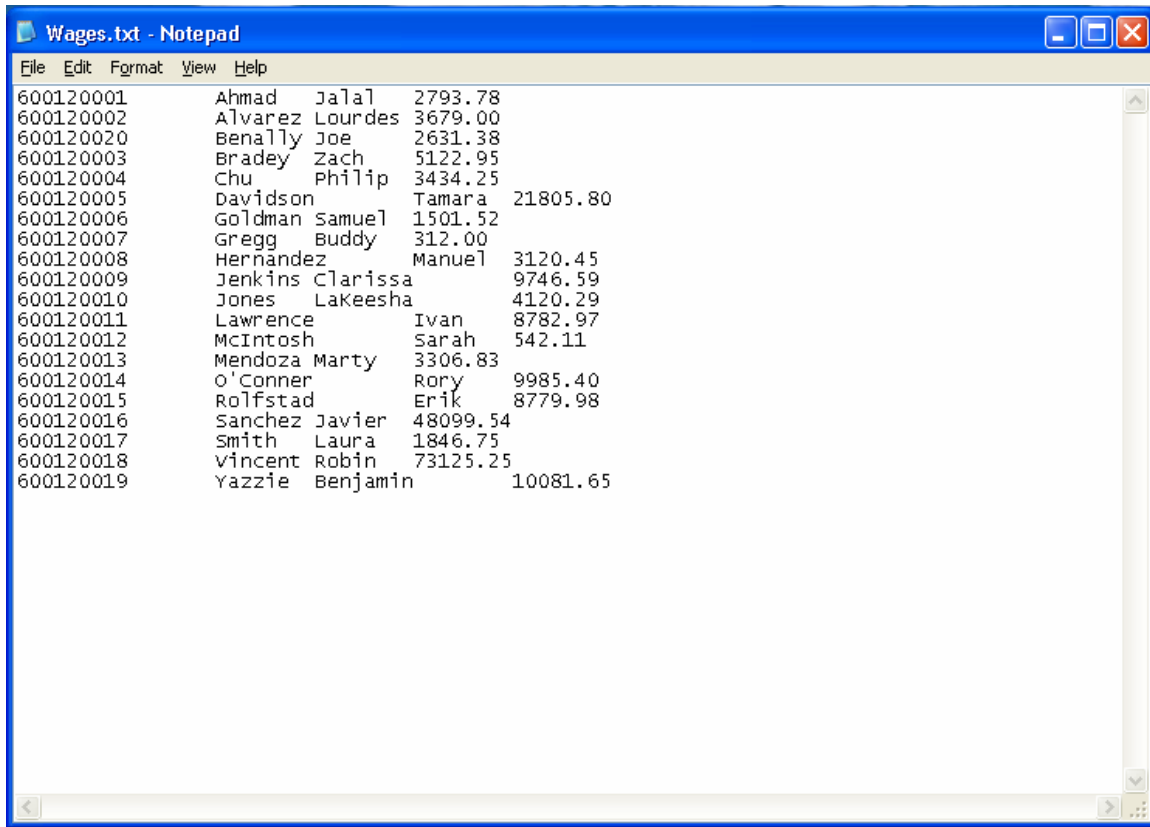
Figure 4.

The Wages file should now be saved as a .txt file.

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Step 5.

Next, it is necessary to open the Wages.txt file you just created. See Figure 5 below.



The screenshot shows a Notepad window with the title 'Wages.txt - Notepad'. The window contains a list of 19 employee records, each consisting of a 10-digit ID, a last name, a first name, and a wage value. The records are as follows:

ID	Last Name	First Name	Wage
600120001	Ahmad	Jalal	2793.78
600120002	Alvarez	Lourdes	3679.00
600120020	Benally	Joe	2631.38
600120003	Bradey	Zach	5122.95
600120004	Chu	Philip	3434.25
600120005	Davidson	Tamara	21805.80
600120006	Goldman	Samuel	1501.52
600120007	Gregg	Buddy	312.00
600120008	Hernandez	Manuel	3120.45
600120009	Jenkins	Clarissa	9746.59
600120010	Jones	Lakeesha	4120.29
600120011	Lawrence	Ivan	8782.97
600120012	McIntosh	Sarah	542.11
600120013	Mendoza	Marty	3306.83
600120014	O'Conner	Rory	9985.40
600120015	Rolfstad	Erik	8779.98
600120016	Sanchez	Javier	48099.54
600120017	Smith	Laura	1846.75
600120018	Vincent	Robin	73125.25
600120019	Yazzie	Benjamin	10081.65

Figure 5.

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Step 6.

Commas must be entered between each field EXCEPT after the last item on the line. Be sure there are no blank lines after the last record. See figure 6 below. This must be done for every line in the quarterly wages file.

Figure 6.

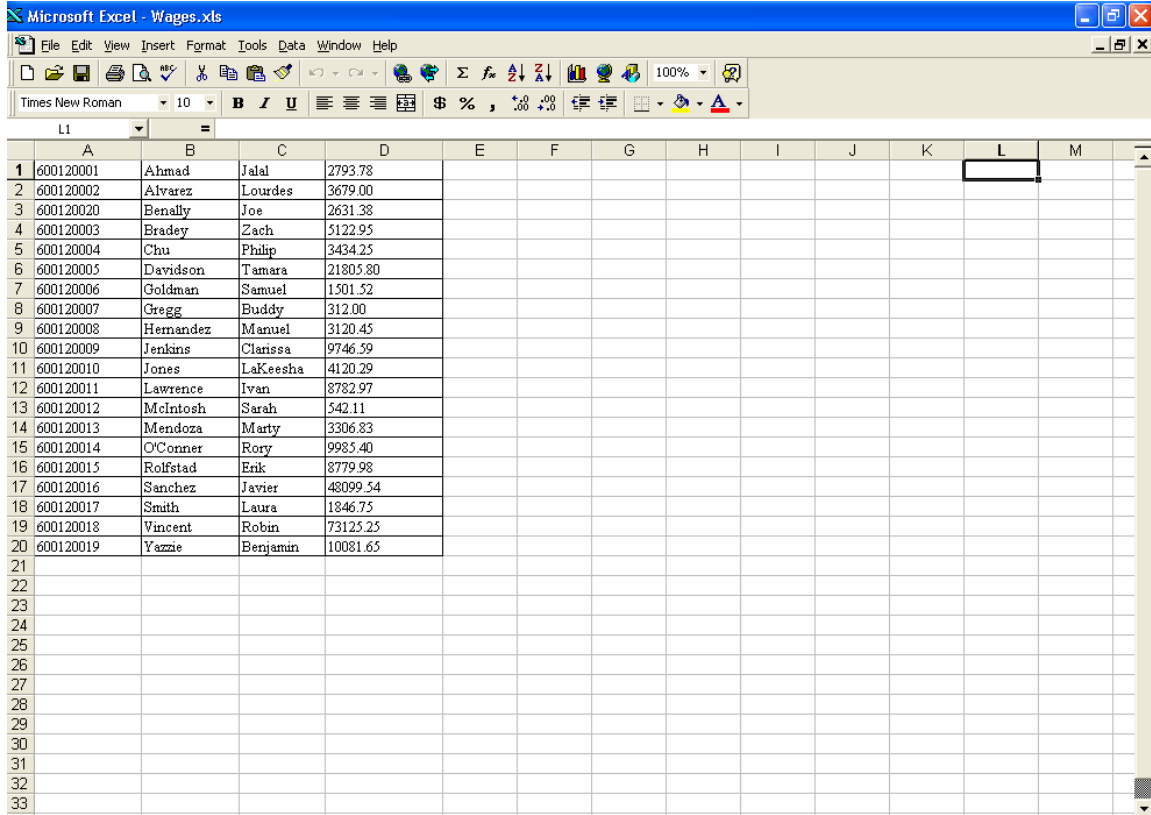
Once you are finished, save and close the text file. Your file is now ready to be uploaded into the Arizona Wage and Tax Internet System.

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How to format a column in Excel to accept, display and retain data as text.

Hint: All number columns in your file should be formatted as text.

Step 1. Open or create the wages file using Excel. See Figure 1 below.



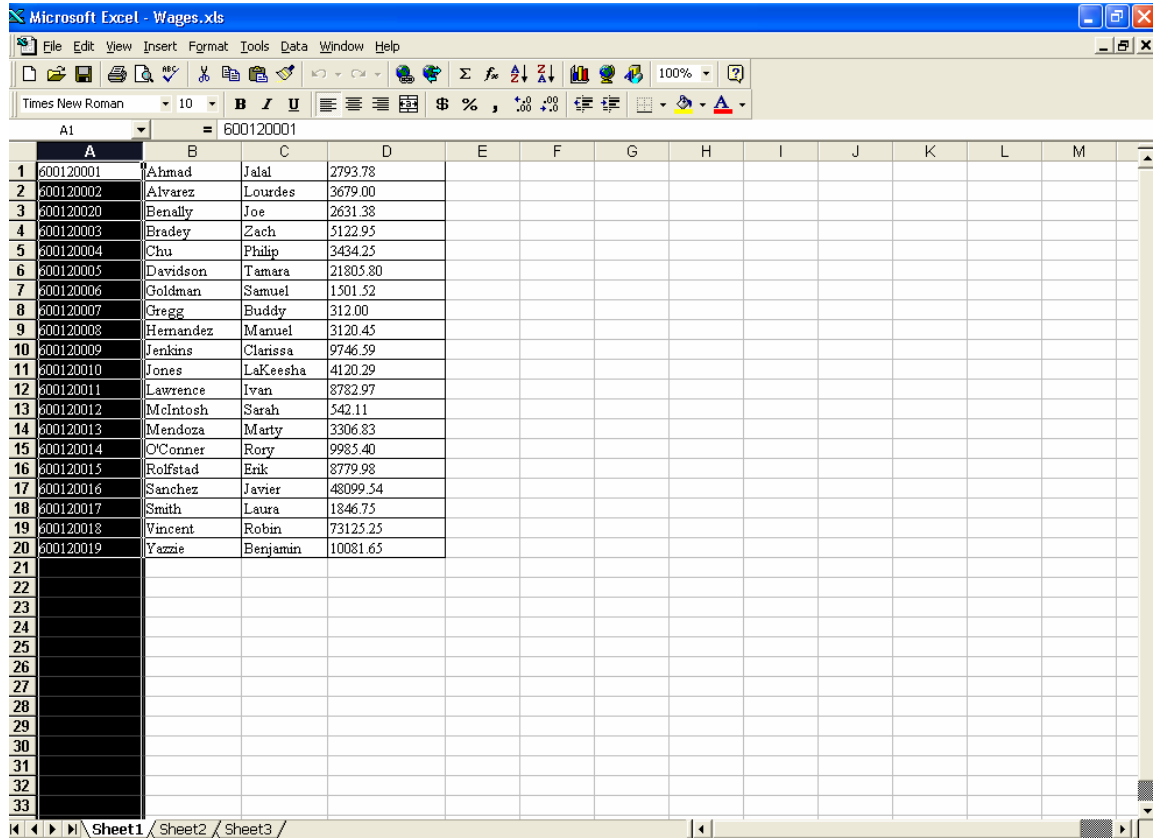
	A	B	C	D	E	F	G	H	I	J	K	L	M
1	600120001	Ahmad	Jalal	2793.78									
2	600120002	Alvarez	Lourdes	3679.00									
3	600120020	Benally	Joe	2631.38									
4	600120003	Bradey	Zach	5122.95									
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6	600120005	Davidson	Tamara	21805.80									
7	600120006	Goldman	Samuel	1501.52									
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9	600120008	Hernandez	Manuel	3120.45									
10	600120009	Jenkins	Clarissa	9746.59									
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12	600120011	Lawrence	Ivan	8782.97									
13	600120012	McIntosh	Sarah	542.11									
14	600120013	Mendoza	Marty	3306.83									
15	600120014	O'Conner	Rory	9985.40									
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Figure 1.

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Step 2.

Highlight the desired column by moving your mouse cursor over the header of the cell (A in this example). Doing this will cause the cursor to change to a + sign, click your left mouse button once. The whole column should highlight. See Figure 2 below.



Microsoft Excel - Wages.xls

File Edit View Insert Format Tools Data Window Help

Times New Roman 10 B I U \$ % , .00 .00

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	600120001	Ahmad	Jalal	2793.78									
2	600120002	Alvarez	Lourdes	3679.00									
3	600120020	Benally	Joe	2631.38									
4	600120003	Bradey	Zach	5122.95									
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6	600120005	Davidson	Tamara	21805.80									
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9	600120008	Hernandez	Manuel	3120.45									
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12	600120011	Lawrence	Ivan	8782.97									
13	600120012	McIntosh	Sarah	542.11									
14	600120013	Mendoza	Marty	3306.83									
15	600120014	O'Conner	Rory	9985.40									
16	600120015	Rolfstad	Enk	8779.98									
17	600120016	Sanchez	Javier	48099.54									
18	600120017	Smith	Laura	1846.75									
19	600120018	Vincent	Robin	73125.25									
20	600120019	Vazzie	Benjamin	10081.65									
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Sheet1 / Sheet2 / Sheet3 /

Figure 2.

Department of Economic Security-ESA
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Step 3.

Open the menu item Format-Cells. Select the Number tab. Select “Text” from the Category list. See Figure 3 below. Click Ok. Column A is now formatted for “Text.” It is recommended that the Social Security Number, Total Wages and Excess Wages columns be formatted in this manner. If the Social Security Number column is not in the “Text” format, there is a possibility that any leading zeroes in the Social Security Numbers will be lost during the conversion. It is also very important to note that the Taxable and Excess Wages columns cannot have dollar signs or commas.

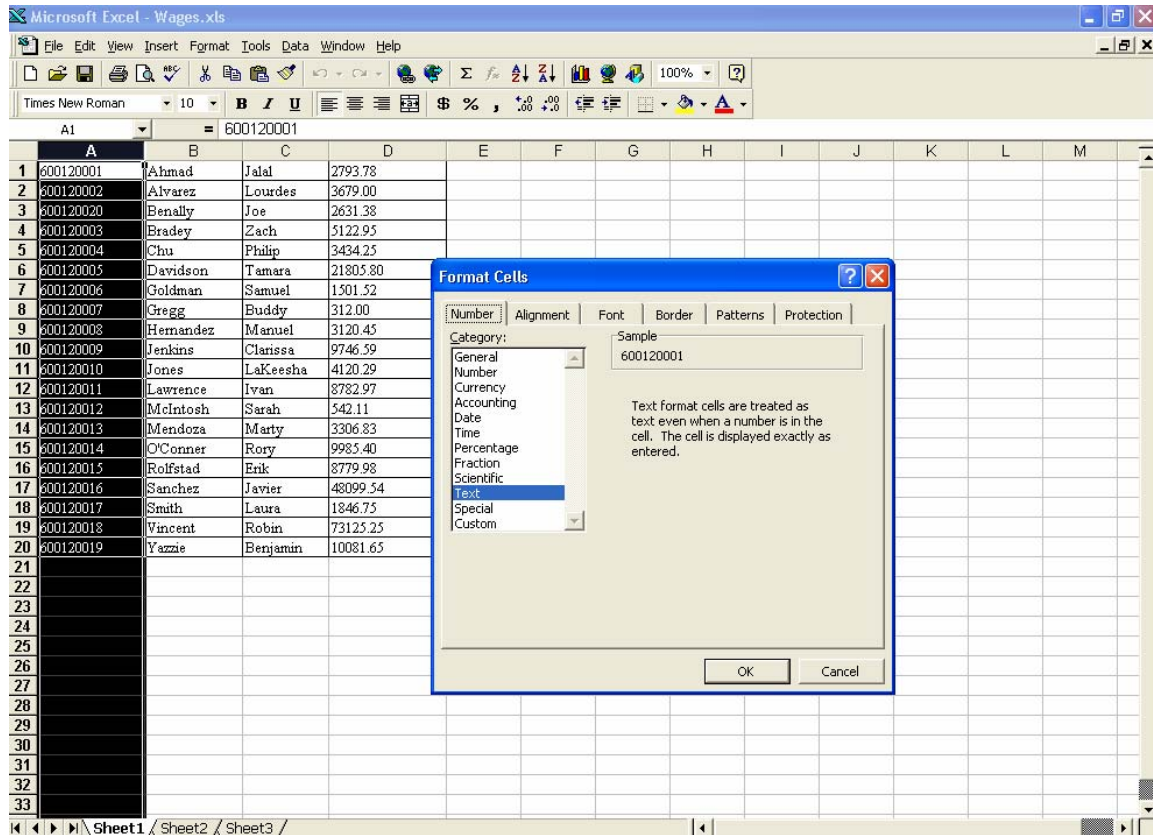


Figure 3.